
KN Login » Shipment



USER MANUAL

KN LOGIN » INTERACTIVE DELIVERY PLANNER

VERSION 4.1 / NOVEMBER 2012



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1. Interactive Delivery Planner (IDP)

KN Login IDP is a functionality, which supports your efforts to efficiently and effectively organise the delivery of Sea Freight shipments / containers from the port of discharge or inland container yard to your receiving site(s).

IDP facilitates prioritisation of shipment or container deliveries based on urgency of need for products carried in these shipments / containers.

1.1. IDP - General Information

There are two different user roles in KN Login IDP, the Planner and the Approver. The Planner proposes delivery dates and times at the respective receiving site, and the Approver either accepts or rejects the proposal. You can assume either role, the Planner or the Approver, or assign the role to a third party, e.g. a warehouse operator.

A "View Only" option is also available, which allows interested parties to see the planned deliveries in IDP, but not to take any actions (e.g. perform alterations of the plans).

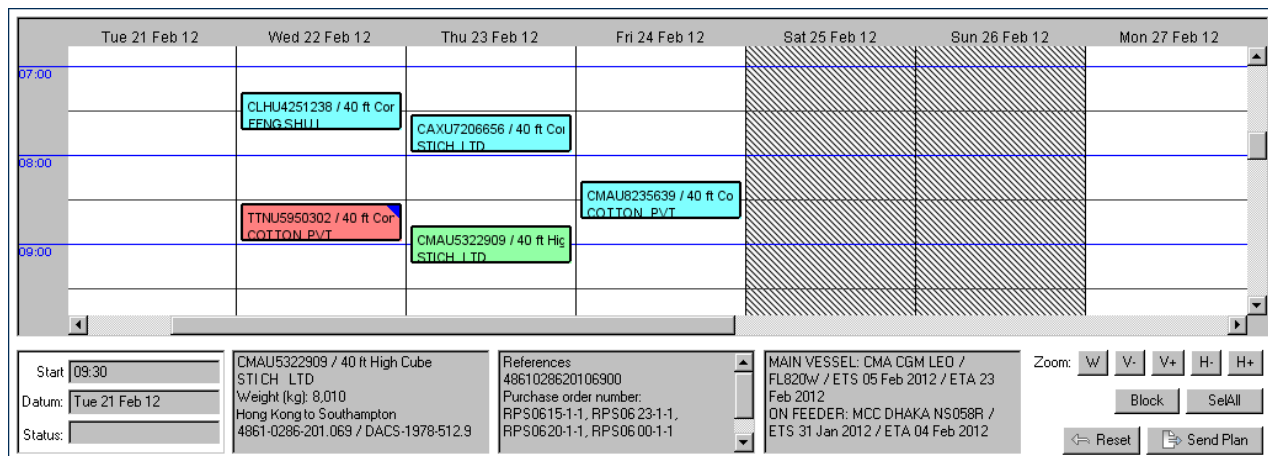
Containers and Shipments in IDP Plan and Approve are colour-coded for easy reference. The colour codes have following meanings:

Blue	–	Proposed Plan
Red	–	Plan Rejected
Green	–	Plan Accepted
Yellow	–	Arrived at ODS
Pink	–	Delivered
Orange	–	Container unloaded
Grey	–	Empty Container picked up

The colour codes Yellow, Orange and Grey are only used in specific cases, as described later in this document.



Adjust view settings



If you wish to adjust your view settings, just click on the buttons marked to change the size of the time grid (horizontally and vertically).

Zoom: W V- V+ H- H+

Please note: The IDP screens of KN Login are **optimised** for viewing with a screen resolution of **1280 x 1024 dpi**.

KN Login IDP – Making Delivery Planning an easy Task

On the following pages we will -in detail- explain the IDP processes for the Planner and the Approver. The steps are very simple:

The Planner selects a warehouse (receiving location), finds and selects containers or shipments for delivery to that location, drags them into the Delivery Week time grid and then sends his proposed delivery plan. The Approver selects the warehouse, looks at the proposed delivery plan, either accepts or rejects the individual or all proposals and then sends his approval.

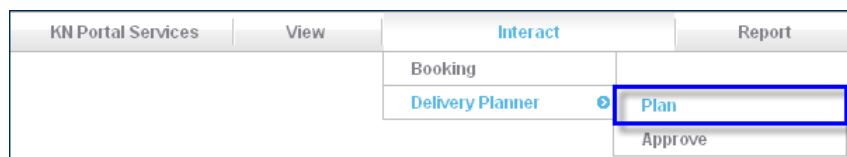
It is as easy as that.



1.2. IDP Plan

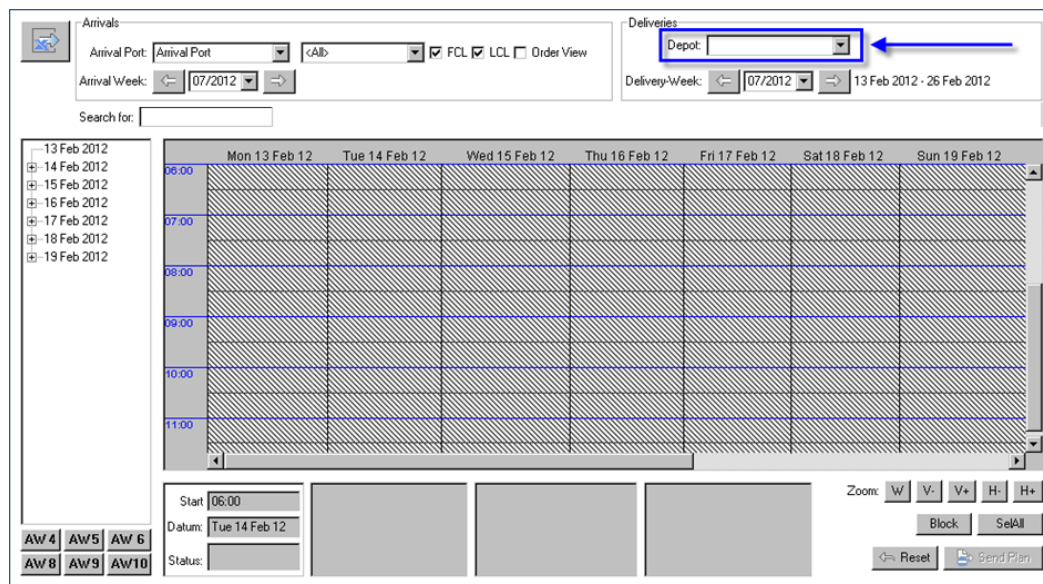
IDP Plan is the “Active” role and proposes delivery locations, dates and times for the respective containers or LCL shipments.

1.2.1. Navigation



To access “Delivery Planner / Plan”, move your mouse over “Interact” in the header menu and select “Delivery Planner” in the drop-down menu and click on <Plan> in the sub-menu.

1.2.2. Selecting Delivery Location (Warehouse / Depot / ODS)



After selecting “Plan” you are presented with this screen.

Your next step is to select -from the drop-down list- the warehouse / depot, for which you want to plan the deliveries.

The screen will then show information in the left column and possibly also in the time grid (if plans have already been made for that receiving site for the week displayed).



Arrival Port: ☒ FCL ☒ LCL
Arrival Week:

If your viewing rights are restricted to a specific Business Area (or several), e.g. a particular division of your company, you may see an additional segment showing the Business Area name.

If you have access to multiple Business Areas, you can select from the drop-down table.

1.2.3. Defined Warehouse Receiving Hours

If so agreed upon with your company, IDP can be set up to display which hours are available for receiving. The setup will be done for each individual receiving location (depot, warehouse).

	Thu 28 Jun 12	Fri 29 Jun 12	Sat 30 Jun 12
12:00			
13:00			
14:00	1	2	3

- (1) Available for Receiving (warehouse open)
- (2) Special arrangements may be required
- (3) Not available for Receiving (warehouse closed)



1.2.4. Finding Containers / Shipments

You can find your containers or LCL shipments by either clicking directly on the plus sign next to the date in the Arrival Week panel, or by using the search filters in the top left corner of the screen.

After you click on the plus sign next to a date in the left column, you will see container numbers and/or shipment numbers with an ETA of that date, in this example LCL shipments and containers with the ETA Port of Discharge 19 Feb 2012.

If a plus sign is shown next to the shipment or container number, this indicates that an agreed type of customer reference number (e.g. purchase order number) has been linked to this record, as shown in this screenshot.



Search and Filter Options:

To search for specific containers or shipments, you can apply one or more of the following search and filter options:

Arrivals

Arrival Port: Arrival Port <All> ☒ FCL ☒ LCL ☐ Order View

Arrival Week: Arrival Port
Off-dock Storage
Place of Delivery
Destination Rail Ramp

Arrival Port (Off-Dock Storage, Place of Delivery, Destination Rail Ramp): Listing of all countries and ports, and if applicable inland container yards respectively destination rail ramps (applicable mainly in North America), which have been used for your shipments.

FCL / LCL: Un-checking the tick box for either FCL or LCL will make the respective records disappear from the Arrival Week panel.



The check box for “**Order “View”**” will only be displayed, if you have access rights to KN Login Order. Details about the use of this filter and display option can be found later in this document.

Arrival Week: 03/2010 03/2010
04/2010
05/2010
06/2010
07/2010
08/2010
09/2010
10/2010

Arrival Week: Using the left and right pointing arrows allows changing the dates in the Arrival Week panel. You can also use the drop-down list of weeks.

Search for:

Search For: The “Search for” filter works various details with references (free text search on “contains”).

You can search for Container Numbers, KN Reference Numbers as well as Customer Reference Numbers (entered against a shipment or a container), for which results will be found in the Arrival Week table as well as the Delivery Week time grid.

For LCL shipments / containers already shown in the Delivery Week time grid, you can also use this search option against other shipment / container details, such as e.g. name of shipper, port of loading / discharge and container type (all details displayed in left grey box underneath time grid). These searches do not work against the Arrival Week table.



Arrivals

Arrival Port: ☒ FCL ☒ LCL ☐ Order View

Arrival Week:

Search for:

Deliveries

Depot:

Delivery Week: 13 Aug 2012

	Mon 13 Aug 12	Tue 14 Aug 12	Wed 15 Aug 12	Thu 16 Aug 12
07:00				
08:00	CMAU5334999 / 40 ft High Cube			
09:00		CMAU4193094 / 40 ft High Cube		
10:00	JHLU2001618 / 20 ft Container			
11:00			ECMU4528884 / 40 ft Container	

Start: 12:45

Datum: Tue 14 Aug 12

Status:

ECMU4528884 / 40 ft Container
Feng Shui LTD
Weight (kg): 7,536
Hong Kong to Liverpool
4369-0286-206.037 / TANS-0220-459.9

References
4369028620
Purchase order number:
MW07579, MW07700,
Product No: PAD 68

MAIN VESSEL: CMA CGM LEO / FM472w / ETS 02 Jul 2012 / ETA 02 Aug 2012
ON FEEDER: TBN / ETS 07 Aug 2012 / ETA 08 Aug 2012

If matching records are found, the respective reference / record will be marked with a red frame.

The green dots indicate that shipment or container records have been found on the respective arrival date, but the search / reference value entered or mode of transport setting selected does not match.

02 Mar 2009

03 Mar 2009

04 Mar 2009

05 Mar 2009

06 Mar 2009

4110-0220-901.402

UACU8184072

UACU8196643

UACU8258730

07 Mar 2009

08 Mar 2009

AW 7 AW 8 AW 9

AW 11 AW 12 AW 13

The “AW” buttons relate to previous and following “Arrival Weeks”.

If an Arrival Week is shown in **bold**, this indicates that there are shipments or containers in the respective Arrival Week, which still need to be planned for delivery.

Clicking on any of the buttons will take you to the respective calendar week.



1.2.5. Make Delivery Plans

1.2.5.1. View Shipment Details Prior to Making Delivery Plans

Click on the container / shipment number, and shipping information and customer reference information related to the record appears in the information boxes marked above.

Contents of the three information boxes underneath the time grid:

Shipping Information

For Containers

- Container number and container type
- Shipper name
- Weight (of cargo)
- Route
- KN origin- and KN destination reference

For LCL Shipments

- KN reference number (Bill of Lading number)
- Route
- Packages / weight / volume

Customer References & Added Information

Your references (e.g. purchase order numbers) as well as information entered via “Add Info” can be found here.

Voyage Details

The vessel names, voyage numbers, ETS' and ETAs of the individual transport legs are listed here. The information in this box is the same as in the “Voyage Details” section of the “Shipment Detail” screen.

To view the content of a shipment / container before making delivery plans, right clicking on the Container number or the KN reference in the Arrival Week panel enables the options as shown here.

View Container Details: You are taken to the container details screen in KN Login (new window is opened).

View Shipment Details: You are taken to the shipment details screen in KN Login (new window is opened); here you can view the complete shipment details and -subject to user rights- also the scanned commercial documents (e.g. packing list and commercial invoice).



1.2.5.2. Planning Deliveries

To select a container or shipment for delivery planning, you need to expand the dates in the Arrival Week by clicking on the plus sign.

You then select the container or shipment by clicking on its number. You can select multiple references by pressing the <Ctrl> key.

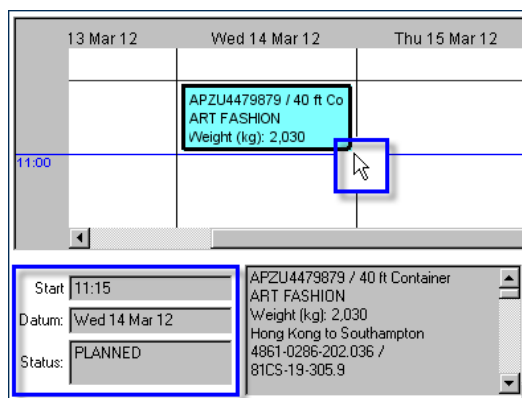
To select date and time for the delivery drag the selected reference(s) from the Arrival Week panel (left) and drop it (them) into the Delivery Week panel at the desired delivery date and time (time grid on the right).

If you want to drag a container or shipment record from the Arrival Week table into the Delivery Week time grid, and the chosen "Delivery Week" lies in the past, an information message will pop up. Click on <Cancel>, if you want to change the "Delivery Week" and select another one. Otherwise click on <Plan in the past>.

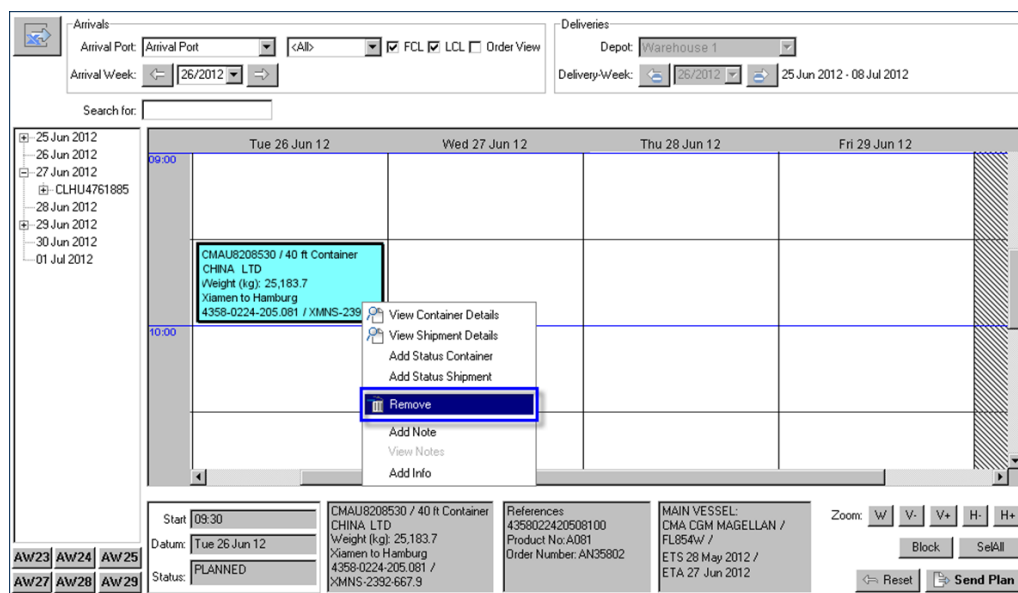




Once containers / shipments have been planned for (meaning they have been moved into the Delivery Week panel), they disappear from the Arrival Week panel.



If you move your mouse over the shipment or container in the Delivery Week panel, the box marked below indicates the time proposed for the delivery.





1.2.5.3. Remove Containers/ Shipments from Delivery Week Panel

The screenshot shows the 'Arrivals' and 'Deliveries' sections at the top. The 'Arrivals' section has a search bar and a date range of 26/2012. The 'Deliveries' section has a depot dropdown set to 'Warehouse 1' and a date range of 25 Jun 2012 - 08 Jul 2012. The main panel displays a grid of delivery slots for the week of June 26 to June 29, 2012. A container record 'CMAU8208530 / 40 ft Container' is highlighted in the grid. A right-click context menu is open over this record, with the 'Remove' option selected. The bottom of the screen shows a summary for the selected container, including its weight, origin, destination, and references.

If you need to remove container or LCL shipment from the Delivery Week panel, because the delivery plan is no longer valid, right click on the respective record. In the pop-up window, which opens up, select "Remove", and the container / shipment record will be moved from the Delivery Week panel back into the Arrival Week panel on the left hand side.

1.2.5.4. Add Notes to Individual Containers/ Shipments

The screenshot shows the 'Arrivals' and 'Deliveries' sections at the top. The 'Arrivals' section has a search bar and a date range of 07/2012. The 'Deliveries' section has a depot dropdown set to 'Megalia Ltd' and a date range of 13 Feb 2012 - 26 Feb 2012. The main panel displays a grid of delivery slots for the week of February 13 to February 19, 2012. A container record 'MSKU8253122 / 20 ft Cont' is highlighted in the grid. A right-click context menu is open over this record, with the 'Add Note' option selected. The bottom of the screen shows a summary for the selected container, including its weight, origin, destination, and references.

You can add notes to each record and store them in IDP. These IDP notes can only be generated on containers / shipments, which have been placed in the Delivery Week panel already. To enter a note, right click on the respective record and select <Add Note> from the pop-up menu.



You are presented with the “Add Note for Delivery” screen.

To e-mail your note, enter the recipient's e-mail address in the corresponding box.
You can enter multiple e-mail addresses (comma separated without spaces).

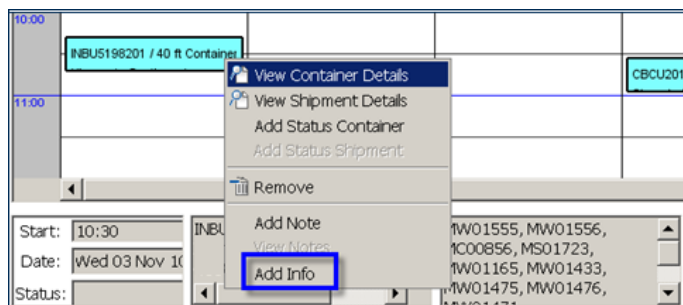
Example of a note created in IDP.

If a note has been created against a container or shipment, this will be indicated by a small triangle in the top right hand corner of the record in the Delivery Week panel.

To read the note attached to the record, right click on the shipment / container and use the “View Notes” option.

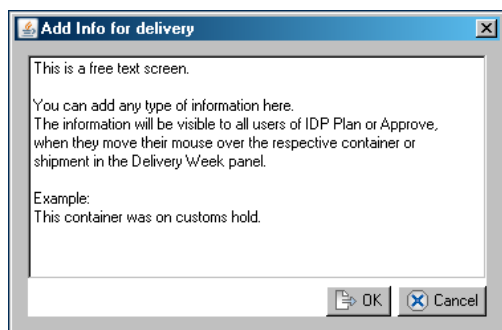


1.2.5.5. Add Information to Individual Containers / Shipments



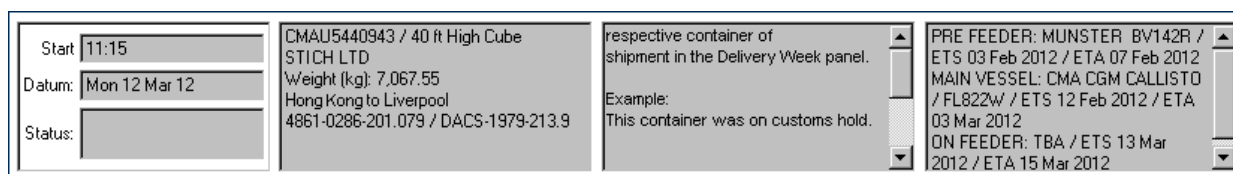
You can add information to each record and store it in IDP. This also can only be done once a container / shipment has been placed in the Delivery Week panel.

To enter information, right click on the respective record and select <Add Info> from pop-up menu.



Enter the information against the Container / Shipment in the “Add Info for Delivery” text box.

Click <OK> to save your information and close the screen.



To view the text, which has been created, move your mouse over the record number in the Delivery Week panel. The information appears in the same box as the customer reference information. The most recent entry will be shown at the top of the screen. Use the scroll bar to view historical entries.

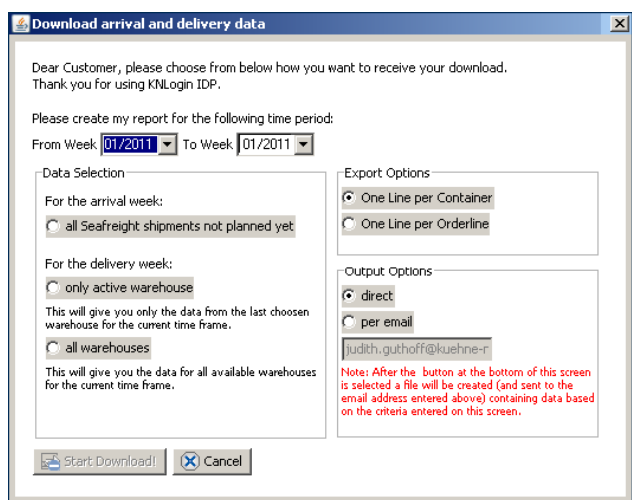


1.2.6. Running Reports on Details and Activity in IDP Plan

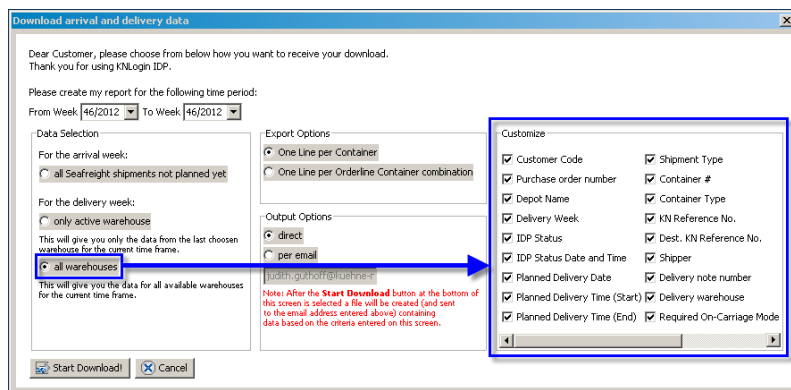
At any stage in the IDP process you can create reports to show details of your shipments / containers and their status within the delivery planning process.

To create a report, click on the  icon shown in the top left corner of the IDP screen.

You will be presented with the following screen:



You can generate reports covering shipments and containers still to be planned for ("Arrival Week"), as well as those already planned for ("Delivery Week").



Having chosen one of the report output options (Data Selection on Arrival Week or Delivery Week "only active warehouse" / "all warehouses"), you can customize the report output by selecting or deselecting data elements.

Click on the <Start Download> button to run your report.



1.2.7. Submit Delivery Plans

Once you have finished the planning of deliveries to the warehouse / depot or ODS (Off-dock Storage, see later in this document), save the information by clicking on the <Send Plan> button.

Planned deliveries can only be saved, if <Send Plan> is shown in bold.

By saving the plan you make the information available to the “Approver”.

After clicking on the <Send Plan> button, you will be asked to choose from one of several options from the pop-up window as shown here.

If you wish to also send an e-mail notification to the “Approver”, click on <Yes / Mail>.

In this window open the drop-down list to select your e-mail recipient and -if required- enter additional e-mail receivers in the text box below.

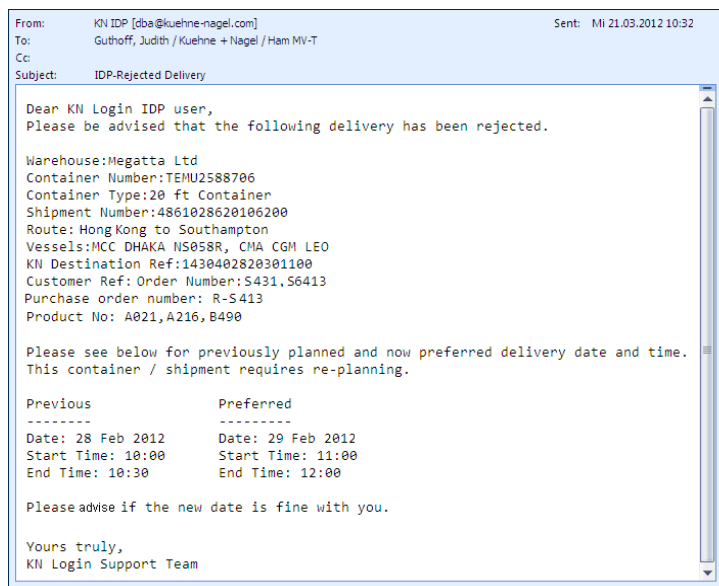
Click on the <Send> button to send your notification and save your entry.



If you have user rights to work with more than one warehouse, make sure that you save your work, before you move on to another warehouse.

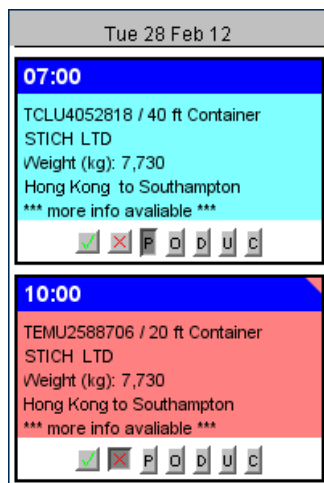


1.2.8. Reacting to Rejected Delivery Plans



If the Approver has rejected your delivery plan, you will receive an e-mail similar to this one.

The message consists of system-generated and manually added parts.



In IDP Plan you will see the respective shipment / container colour-coded in red.

(Use option <Block> for this view of the shipment / container in the delivery week time grid).

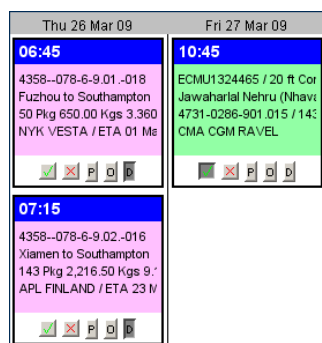
Change the delivery date and time by dragging the record to the suggested / requested date and time according to the note received from the Approver, or propose an alternative date and time.



Adding Statuses to Shipments / Containers

You can use two different ways to add a Status to a shipment / container via IDP.

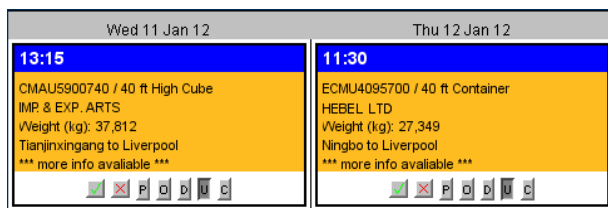
1. Using the status buttons



To confirm Delivery at the receiving site, simply click on the  button.

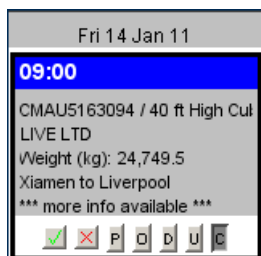
The colour coding changes to Pink, indicating status “delivered”.

The following two buttons require a special setup in our system to become visible.
They are only applicable for containers (not for LCL shipments)



To confirm that the container has been unloaded,
simply click on the  button.

The colour coding changes to Orange, indicating
status “container unloaded”.



To confirm that the empty container has been picked up, simply click on the  button.

The colour coding changes to Grey, indicating status “empty container picked up”.



When you have clicked on either one of the above mentioned buttons (D, U or C), a pop-up window will appear.

Enter the respective time and date (calendar look-up available) and click on <OK>.

The time and date information will be shown in the field “Status” (status information box in the lower left hand corner)

2. Using “Add Status Container” (“Add Status Shipment”)

To enter other agreed upon statuses, **right click** on the shipment / container record to open the pop-up screen and select the “Add Status Container” or “Add Status Shipment” option.

You will be presented with the “Add Status” screen.



Here you select the respective status you wish to set from the drop-down list, select the time zone -if not shown correctly yet-, enter date and time of the event and -optionally- the Location Code and a Remark, and click on the <Add> button.

Add Status for Container APZU4236890

Status:	*	Empty Gate in / 3400	
Time Zone:	*	UTC + 1 / UTC + 1 hour	
Status Date:	*	11 Jan 2011	
Time:		1500	
Location Code:		Port Name	begins with
Remark:		Felixstowe	
☐ Update all containers on same vessel			
Add			
Clear			

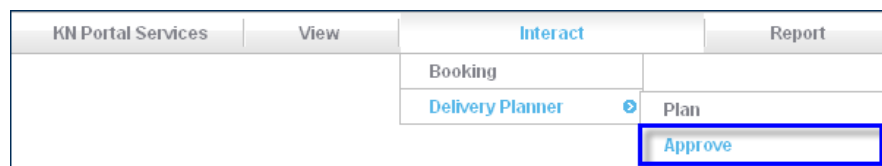
In this example the user confirms that the empty container has been returned to the container depot at the port of Felixstowe.



1.3. IDP Approve

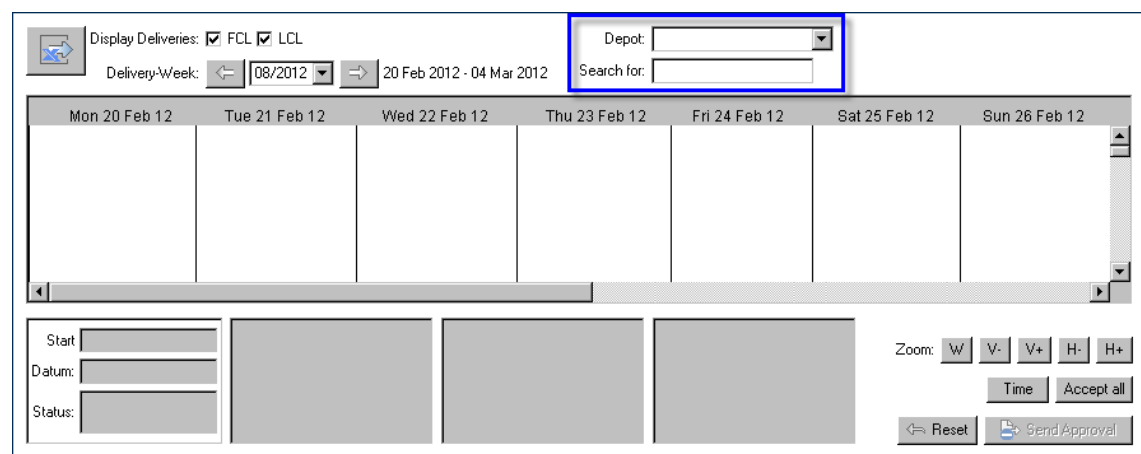
IDP Approve is the “Reactive” role and either accepts proposals or rejects them and makes alternative delivery suggestions for the respective containers or LCL shipments.

1.3.1. Navigation



To access “Delivery Planner / Approve”, move your mouse over “Interact” in the header menu, then select “Delivery Planner” in the drop-down menu and click on <Approve> in the sub-menu.

1.3.2. Selecting Delivery Location (Warehouse / Depot / ODS)



After selecting “Approve”, you will be presented with the IDP Approve screen.

Select the warehouse / Depot / ODS (off-dock storage location) you wish to work with from the Depot drop-down list.



If your viewing rights are restricted to a specific Business Area (or several), e.g. a particular division of your company, you may see an additional segment showing the Business Area name.

If you have access to multiple Business Areas, you can select from the drop-down table.



Display Deliveries: ☒ FCL ☒ LCL Depot: Megatta Ltd

Delivery-Week: 08/2012 20 Feb 2012 - 04 Mar 2012 Search for:

	Mon 20 Feb 12	Tue 21 Feb 12	Wed 22 Feb 12	Thu 23 Feb 12	Fri 24 Feb 12	Sat 25 Feb 12	Sun 26 Feb 12
08:00			TTNUS950302 / 40 ft Con COTTON PVT		CMAU8235639 / 40 ft Cor COTTON PVT		
09:00				CMAU5322909 / 40 ft Hig STICH LTD			
10:00					GLDU5683847 / 20 ft Cor SPORTSWEAR		

Start: 10:15 Date: Wed 22 Feb 12 Status:

CMAU5322909 / 40 ft High Cube
STICH LTD
Weight (kg): 8,010
HongKong to Southampton
4861-0286-201.069 / DACS-1978-512.9

References
4861028620106900
Purchase order number:
RPS415, RPS423,
RPS420, RPS616
Product No: A037, U606
A047, Q187, W047

PRE FEEDER: MCC DHAKA NS058R /
ETS 31 Jan 2012 / ETA 04 Feb 2012
MAIN VESSEL: CMA CGM LEO /
FL820W / ETS 05 Feb 2012 / ETA 23
Feb 2012

Zoom: W V- V+ H- H+ Block Accept all Reset Send Approval

After selecting the warehouse / Depot / ODS (Off-Dock Storage), all plans made in IDP Plan for that location are visible.

The above is the IDP Approval screen seen in "Time" view.

By clicking on the button at the bottom right of this screen you can change from "Time" to "Block" view (which is also the default setting for IDP Approve).

Display Deliveries: ☒ FCL ☒ LCL Depot: Megatta Ltd

Delivery-Week: 08/2012 20 Feb 2012 - 04 Mar 2012 Search for:

	Mon 20 Feb 12	Tue 21 Feb 12	Wed 22 Feb 12	Thu 23 Feb 12	Fri 24 Feb 12	Sat 25 Feb 12	Sun 26 Feb 12
08:30			TTNUS950302 / 40 ft Cont. COTTON PVT Weight (kg): 3,640 Chittagong to Southampton *** more info available ***	08:45	CMAU5322909 / 40 ft High STICH LTD Weight (kg): 8,010 Chittagong to Southampton *** more info available ***	08:15	CMAU8235639 / 40 ft Cont COTTON PVT Weight (kg): 4,940 Chittagong to Southampton *** more info available ***
11:30			CLHU4242088 / 40 ft Container Feng Shui LTD Weight (kg): 25,704 Tianjinxiang to Liverpool *** more info available ***		10:00	GLDU5683847 / 20 ft Cont SPORTSWEAR Weight (kg): 3,285.21 Colombo to Southampton *** more info available ***	

Start: 11:30 Date: Wed 22 Feb 12 Status: PLANNED

CLHU4242088 / 40 ft Container
Feng Shui LTD
Weight (kg): 25,704
Tianjinxiang to Liverpool
4369-0286-112.049 / TSNS-0197-295.9

References
4369028611204900
Purchase order number:
ZP-54, ZP-902,
ZP-81, ZP-082,
ZP-60, ZP-064,
ZP-79, ZP-907

MAIN VESSEL: CMA CGM HYDRA /
FL816W / ETS 12 Jan 2012 / ETA 18
Feb 2012
ON FEEDER: TBN / ETS 23 Feb 2012 /
ETA 24 Feb 2012

Zoom: W V- V+ H- H+ Time Accept all Reset Send Approval

This is the IDP Approve screen using the "Block" view option.



1.3.3. Finding Containers / Shipments

You can find specific containers or shipments by using the “Search for” function, which allows you to find records based on the **free text search** (“contains”) on any data contained within the IDP shipment / container information field (including the customer references).

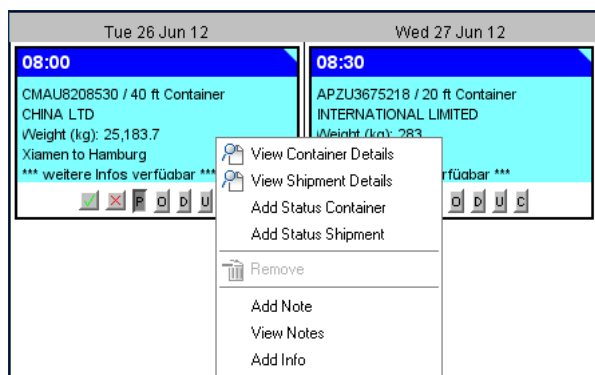
1.3.4. Confirm / Accept the Delivery Plan

1.3.4.1. View Shipment Details Prior to Approving Delivery Plans

To view the content of a shipment / container before approving the delivery plans, right clicking on the IDP shipment / container Information field enables the options as shown above.

View Container Details: You are taken to the container details screen in KN Login (new window is opened).

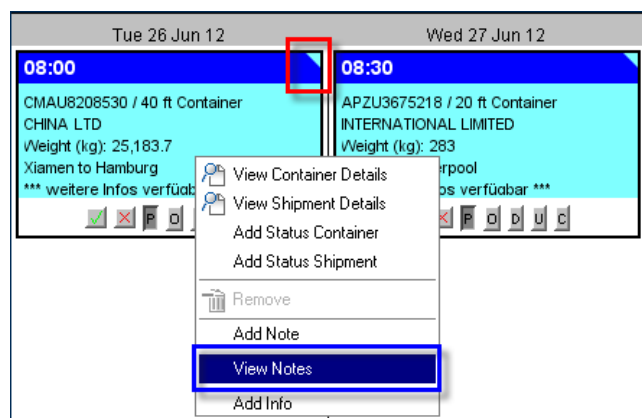
View Shipment Details: You are taken to the shipment details screen in KN Login (new window is opened); here you can view the complete shipment details and -subject to user rights- also the scanned commercial documents (e.g. packing list and commercial invoice).



The functions Add Status Shipment / Container and Add Info will be explained later in the document.



View Notes



A triangular mark in the top right corner indicates that there is a Note attached to this record.

Right click on the record and use option <View Notes> from the pop-up window to read the note.

At this stage you can also create your own note by using the “**Add Note**” option as shown above.

You will be presented with a text box as shown above.

To e-mail your note, verify or enter the recipient's e-mail address in the corresponding box.

You can enter multiple e-mail addresses (comma separated without spaces).



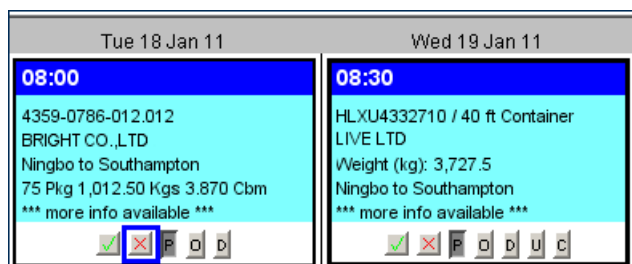
1.3.4.2. Accept Delivery Plan



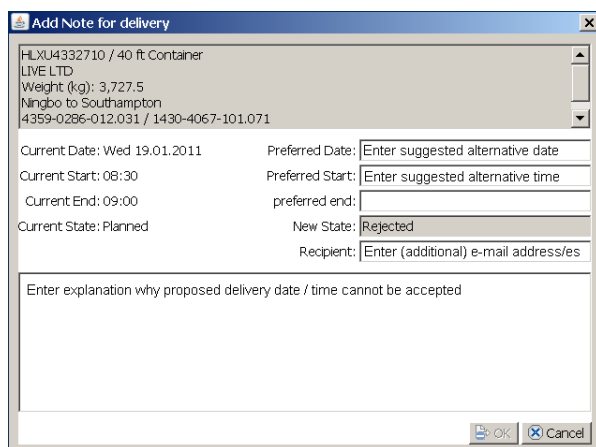
The viewing option should be set to “Block” view (not “Time” view).

Clicking on the green check mark confirms acceptance of the proposed delivery plan.

1.3.5. Reject Delivery Plan



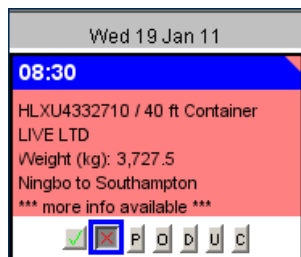
Clicking on the red cross will start the “Reject” process.



You will be presented with this pop-up window, in which you can propose an alternative delivery date and time and give additional comments.

This note will be sent to the defined recipients via e-mail. It will also be attached to the container / shipment record and thereby be visible in IDP Plan (and IDP Approve).

When your entry is completed, click on <OK>.

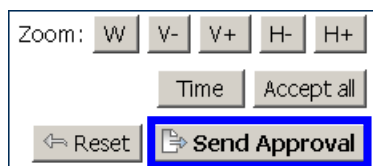


After clicking on <OK>, the rejected shipment / container changes to colour code “RED” and a copy of the note is attached, as indicated by the triangle in the top right corner.

You should continue confirming or rejecting proposed deliveries of all shipments / container for the selected warehouse / Depot / ODS.

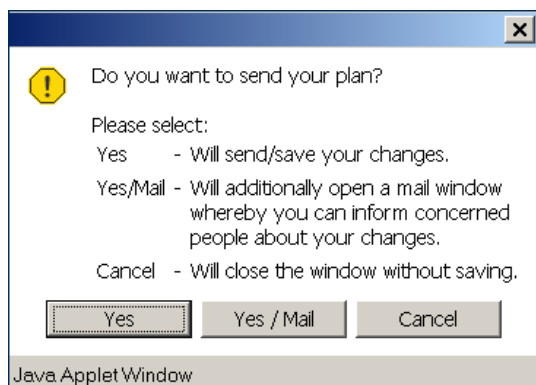


If you have user rights to work with more than one warehouse, make sure that your selections (“accepted” or “rejected”) are saved, before you proceed to work on another warehouse.



Once you have completed your work on the plans for the selected warehouse, click on the <Send Approval> button at the bottom right corner of the screen.

Your selections can only be saved, if “Send Approval” is shown in bold.



After clicking on the <Send Approval> button, you will be asked to choose from one of several options from the pop-up window as shown above.

Click on <Save> to save your selections and make them available to the Planner.

If you wish to also send an additional e-mail notification to the Planner, click on <Yes / Mail>.



The screenshot shows a Java Applet Window titled "Java Applet Window". It contains a "Recipient" dropdown menu with "Joe.Test@abc.com" selected. Below it is an "Additional recipients" text box. A large text area contains the message: "Approval for Warehouse 1 completed for week 08/2009" followed by "kind regards". At the bottom, a "Characters left" field shows "935". There are "Send" and "Cancel" buttons. The window has a standard Windows-style title bar with minimize, maximize, and close buttons.

In this window open the drop-down list to select your e-mail recipient and -if required- enter additional e-mail receivers in the text box below. Then write your message.

Click on the <Send> button to send your notification and save your entries.

1.3.6. Adding Status' to Shipments / Containers

You can use two different ways to add a Status to a shipment / container via IDP.

1. Using the status buttons

The screenshot shows the IDP interface with two columns for "Thu 26 Mar 09" and "Fri 27 Mar 09". Each column has a header with a time slot (06:45 and 10:45 for Thursday, 07:15 for Friday). Below each header is a box containing shipment details: "4358--078-6-9-01-.018 Fuzhou to Southampton 50 Pkg 650.00 Kgs 3.360 NYK VESTA / ETA 01 Mar" for Thursday 06:45; "ECMU1324465 / 20 ft Cor Jawaharlal Nehru (Nhavi) 4731-0286-901.015 / 143 CMA CGM RAVEL" for Thursday 10:45; and "4358--078-6-9-02-.016 Xiamen to Southampton 143 Pkg 2,216.50 Kgs 9.1 APL FINLAND / ETA 23 Mar" for Friday 07:15. At the bottom of each box are five status buttons: a green checkmark, a red X, a pink P, a blue O, and a blue D. The "D" button is highlighted in the screenshot.

To confirm Delivery at the receiving site, simply click on the  button.

The colour coding changes to Pink, indicating status "delivered".



The following two buttons (U and C) require a special setup in our system to become visible. They are only applicable for containers (not for LCL shipments)

Thu 13 Jan 11	Fri 14 Jan 11
08:00 CMAU9020194 / 40 ft Container HEBEI UN IMPORT Weight (kg): 21,833 Xiamen to Liverpool *** more info available *** 	09:00 CMAU5163094 / 40 ft High Cube SHENG FIVE LTD Weight (kg): 24,749.5 Xiamen to Liverpool *** more info available ***

To confirm that the container has been unloaded, simply click on the button.

The colour coding changes to Orange, indicating status “container unloaded”.

Fri 14 Jan 11
09:00 CMAU5163094 / 40 ft High Cube LIVE LTD Weight (kg): 24,749.5 Xiamen to Liverpool *** more info available ***

To confirm that the empty container has been picked up, simply click on the button.

The colour coding changes to Grey, indicating status “empty container picked up”.

When you have clicked on either one of the above mentioned buttons (D, U or C), a pop-up window will appear, in which you need to confirm date and time.

Tue 11 Jan 11	Wed 12 Jan 11	Thu 13 Jan 11
08:00 CMAU5153856 / 40 ft High Cube HEBEI PRODUCTS MFG CO LTD Weight (kg): 105,683.5 Tianjinxingang to Liverpool *** more info available *** 	Please confirm date and time Start: 10:00 Date: 11 Jan 2011 OK Cancel	

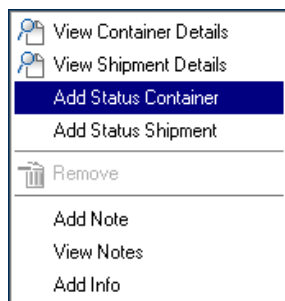
Enter the respective time and date (calendar look-up available) and click on <OK>.

Start: 08:00
Date: Tue 11 Jan 11
Status: Jan 11 10:00

The date and time information will be shown in the field “Status” (status information box in the lower left hand corner).



2. Using “Add Status Container” (“Add Status Shipment”)



To enter other agreed upon statuses, **right click** on the shipment / container record to open the pop-up screen and select the “Add Status Container” or “Add Status Shipment” option.

You will be presented with the “Add Status” screen.

Here you select the respective status you wish to set from the drop-down list, select the time zone -if not shown correctly yet-, enter date and time of the event and -optionally- the Location Code and a Remark, and click on the <Add> button.

In this example the user confirms that the empty container has been returned to the container depot at the port of Felixstowe.



1.3.7. Running Reports on Details and Activity in IDP Approve

At any stage in the IDP Approve process you can create reports to show details of your shipments / containers and their status within the delivery planning process.

To create a report, click on the  icon shown in the top left corner of the IDP Approve screen.

You will be presented with the following screen:

You can generate reports covering shipments and containers already planned for delivery, either for the warehouse you have worked on last or for all warehouses (click on the respective radio button).



The option “One Line per Order Line Container combination” applies to customers using “KN Login Order”.

Having chosen one of the report output options (Data Selection on “only active warehouse” / “all warehouses”), you can customize the report output by selecting or deselecting data elements.

If you wish to receive the output as an e-mail attachment -rather than directly to your screen0, change the radio button setting to “per email”.

Click on the <Start Download> button to run your report.



1.4. Planning Deliveries via Inland Container Yards

IDP can also be used, if the container deliveries are not going directly from the port of discharge to the receiving site, but rather move via a Rail Ramp or an Inland Container Yard, typically for intermediate storage, also called **Off-Dock Storage (ODS)**.

The delivery planning for ODS containers has two steps:

- 1.) from port of discharge to Rail Ramp / Inland Container Yard (ODS) and
- 2.) from Rail Ramp / Inland Container Yard (ODS) to the receiving site (destination warehouse).

The two processes are similar to the “Normal” delivery planning, as described above.

The screenshot shows the IDP interface with the following details:

- Arrivals:** Arrival Port: Arrival Port, <All>, FCL LCL. Arrival Week: 05/2012.
- Deliveries:** Depot: Off Dock Lager. Delivery Week: 08/2012. 20 Feb 2012 - 04 Mar 2012.
- Search for:** [Empty search bar]
- Calendar View:** Shows dates from Mon 20 Feb 12 to Sun 26 Feb 12. A container record is highlighted on Tue 21 Feb 12 at 10:00.
- Container Record Details:**
 - TTNU4587584 / 20 ft Hard Top
 - TESTCUSTOMER
 - Weight (kg): 15,000
 - Hamburg to Sydney
 - *** more info available ***
- Start:** [Empty field]
- Datum:** [Empty field]
- Status:** [Empty field]
- References:** 2220012011201800
- MAIN VESSEL:** COLUMBA / 150S / ETS 15 Dec 2011 / ETA 03 Feb 2012
- Zoom:** W, V, V+, H, H+
- Buttons:** Time, SelAll, Reset, Send Plan

This screen shows that one container is due to arrive at the Off-Dock Storage location on Thursday morning and the other one on Friday morning.

The close-up shows the container record for TTNU4587584 / 20 ft Hard Top, TESTCUSTOMER, Weight (kg): 15,000, Hamburg to Sydney, and *** more info available ***. The record is highlighted in yellow, and the status is confirmed by clicking the 'D' button.

The arrival of the container at the Rail Ramp / Inland CY (ODS) is confirmed - typically by Kuehne + Nagel staff- through a particular status simply by clicking on the  button,

which will make the colour coding of the respective record change to yellow.



Arrivals:
Arrival Port: Off-dock Storage <All> ☒ FCL ☒ LCL
Arrival Week: 06/2012

Deliveries:
Depot: Warehouse A
Delivery Week: 08/2012 20 Feb 2012 - 04 Mar 2012

Search for:

Calendar: 30 Jan 2012, 31 Jan 2012, 01 Feb 2012, 02 Feb 2012, 03 Feb 2012, 04 Feb 2012, 05 Feb 2012

Container: TTNU4587584

Start: 14:00
Datum: Wed 22 Feb 12
Status:

TTNU4587584 / 20 ft Hard Top
TESTCUSTOMER
Weight (kg): 15,000
Hamburg to Sydney
2220-0120-112.018 / BCNS-020
BCNS-0203-492.9

References: ON FEEDER: COLUMBA

Zoom: W V- V+ H- H+
Block SelAll
Reset Send Plan

From the Off-Dock Storage you plan the delivery to your respective receiving site.
The different containers in "Off-Dock Storage" are listed under the date, on which they have arrived at the Off-Dock Storage (ODS) site.



1.5. IDP Order View Option

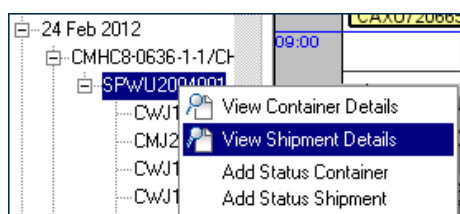
The Order View option in IDP is **available to customers using KN Login Order**.

Subject to user rights you will be able to change the display of arriving shipments or containers in the Arrival Week panel.

The screenshot shows the IDP Arrival Week panel. At the top, there are filters for 'Arrivals' (Arrival Port, Arrival Week, FCL, LCL, and 'Order View' which is checked) and 'Deliveries' (Depot, Delivery Week). Below these is a search bar. The main area is a calendar grid showing arrival dates from Monday 20 Feb 12 to Sunday 26 Feb 12. On the left, a tree view shows the hierarchy of arrivals, with '24 Feb 2012' selected. The grid shows several arrivals: 'CLHU4251238 / 40 ft Cor' on Mon 20 Feb 12, 'CAXU7206656 / 40 ft Cor' on Mon 20 Feb 12, 'TTNU5950302 / 40 ft Cor' on Wed 22 Feb 12, and 'CMAU8235639 / 40 ft Co' on Fri 24 Feb 12. Below the grid, there are fields for 'Start', 'Date', 'Status', and a detailed view of the selected arrival (TTNU5950302 / 40 ft Container COTTON PVT). To the right, there are 'References' and 'Purchase order number' fields. At the bottom right, there are 'Zoom' controls and 'Block'/'SetAll' buttons.

If you tick the check box next to “Order View”, the Arrival Week panel will show the order (header) references (e.g. purchase order number or article number) under the respective arrival dates.

The container number -respectively shipment reference- is displayed underneath the order (header) reference.



If you right-click on the container number (shipment reference), you can select “View Shipment Details” or “View Container Details” in the pop-up window.

An additional Internet browser tab will be opened, and you can view the complete details of the order lines, which are included in the respective shipment or container.



Line Item Details											
Purchase order number	Product No	Load Unit	Load Sequence	Actual Quantity	Outstanding Quantity	Pkgs	Pkg type	Weight (kg)	Volume (cbm)	Com	
99-2-1	53 94U70	GLDU5659352		19		1	CTN	8,50	0,058	Nixon	Peppe
99-2-1	53 3JL70	GLDU5659352		14		1	CTN	8,50	0,058	Nixon	OxfB
99-2-1	53 49V70	GLDU5659352		22		2	CTN	17,00	0,112	Nixon	Black

This is a screenshot from the Shipment Details screen.

Under “Line Item Details” you can see which product from which purchase order has been loaded into which container in which quantity.

The table also shows you the respective types and numbers of packages, as well as the weights and volumes.

This view option will most efficiently support you in optimally setting priorities for the delivery of shipments or containers to your receiving site.



The option to view the Line Item Details (using “View Shipment / Container Details”) is also available, if the check box “Order View” is not ticked.